

## **Diocese of Gallup Teacher Job Description**

The faculty member assists the principal in fostering an atmosphere in which the Diocese of Gallup system of Catholic Education can flourish. The faculty member provides direct instruction to students toward the fullest attainment of each school's unique Catholic educational mission and the school-wide learning expectations. The faculty member is appointed and is delegated authority by the Principal. The faculty member teaches assigned academic classes in a professional and effective manner and conscientiously performs out-of-classroom duties as assigned by the administration. The faculty member effectively plans for and guides instruction; directs and evaluates the teaching-learning process, so that students experience an appropriate learning atmosphere and activities designed to fulfill their potential for physical, emotional, intellectual, social, moral, and spiritual growth. The students develop competencies and skills to enable them to function in society, their chosen careers, and in the Church.

***Accountability:***

- Accountable to the Principal
- Appointed, supervised, evaluated, and dismissed by the Principal in consultation with the Pastor and Superintendent of Schools

***Qualifications:***

- A Bachelor's degree in a field relevant to education
- A clear criminal background check as determined by the Diocese of Gallup
- A current teaching credential or a master's degree in their teaching area or in Education
- Preference given to applicants whose records show academic excellence in coursework; participation in education-related activities; dedication to teaching in a Catholic school; and professional involvement
- Preference given to educators who are practicing Catholics
- Successful experience as a classroom teacher in the area of assignment is preferred
- Related experience working with youth is preferred

***Term of Employment:***

- Regular teacher's contract, 10-month basis

***Member of:***

- School Faculty
- School Parent-Teacher Organization
- Other committees as assigned by the Principal

***Supervises:***

- Students
- Parent Volunteers as assigned

***Responsibilities:***

**The Faculty Member will**

- Teach in accordance with the diocesan curriculum design as implemented by the school
- Maintain a controlled classroom environment appropriate for maximum student learning
- Act responsibly with respect to children's rights
- Confer with the principal on all serious disciplinary problems
- Confer with parents when necessary and/or appropriate
- Stay abreast of education research and current literature in his/her academic area and meets all ongoing educational and professional requirements as established by the state, diocese, and school
- Participate in religious formation opportunities
- Communicate regularly with the principal and staff in the spirit of building faith community
- Participate in faculty meetings
- Assist in the enforcement of all school rules in and out of the classroom
- Fulfill all requirements of assigned supervisory duties, providing control and supervision in buildings and on school grounds
- Be regularly available before and after school to meet with parents and to advise and tutor students
- Keep accurate and appropriate grade and class attendance records on all students and submits these on time each quarter to the school office for issuance of grade reports
- Strive to promote an awareness and appreciation of varied ethnic backgrounds
- Secure the principal's approval for all communications and/or correspondence sent from the school
- Attend faculty meetings, parent conferences, school programs, assemblies, liturgies, commencements, and religious activities as indicated on the school calendar or other activities as requested by the administration
- Teach assigned academic classes in a professional and effective manner and conscientiously perform out-of-classroom duties as assigned by the administration
- Ensure that all assigned instruction and responsibilities reflect the Catholic mission and philosophy of the school at all times
- Perform all assigned instruction and responsibilities in accordance with the educational objectives and policies of the school
- Support the administration, faculty, staff, and students by mutual respect, cooperation, and good example
- Perform teaching duties in a competent, professional and Christian manner
- Assist in the cooperative development of goals, objectives, and scope and sequence consistent with the school's mission, philosophy, and vision, and in accordance with the local, state, regional, and national standards as they apply
- Uphold and model a moral code which is consistent with the teachings of the Roman Catholic Church and the mission of the school
- Make curriculum recommendations to the principal

- Prepare weekly lesson plans and submit these to the principal as requested for review to assure that: plans follow the curriculum; planned supporting activities are appropriate; adequate academic progress is occurring
- Participate in the supervision and mentoring of student teachers and the mentoring of new teachers upon request
- Dress in accordance with professional standards
- Become familiar with all policies stated in the faculty and student handbooks
- Remain at school for the entire school day as prescribed for faculty and inform the administration in advance when it is necessary to be absent from duties or leave the premises for any reason
- Leave direction for substitute teachers when absent
- Fully cooperate with the principal in the instructional supervision process and the performance appraisal process for teachers
- Complete all contractual obligations before checking out at the end of the school year